

7 Feb 1973

MEMORANDUM FOR:

Records Management Officer

SUBJECT : Annual Report of Records Volumes and Equipment Inventory

1. A major factor in measuring the progress of the Agency's Records Management Program is through the data you submit in your reports. The reports also enable us to satisfy a requirement from the National Archives and Records Service, GSA.

2. The reports you submitted for the previous fiscal year revealed a 3.6% reduction in the total volume of records held in agency offices. The 1,000 cubic feet limitation imposed on the transfer of records to the Records Center was instrumental in bringing about a reduction in net holdings at the Center. We feel that these reductions were the result of greater attention from you to the records program. Careful thought should be given to microfilming as an additional opportunity for reducing records holdings. Any microfilm proposals should, however, be coordinated through proper channels by you. A basic objective in our records program is to achieve equilibrium between records creation and records destruction. To reach this goal more time and attention to your records program will be required during this coming year.

3. The records inventory for fiscal year 1973 should be completed within two weeks after the close of the fiscal year and forwarded to the Records Administration Branch by 31 July. In the future the reports will be submitted on a semi-annual basis with the reports due in RAB on 31 January and 31 July.

4. As in the past, the report will include the volume of records on hand by the categories listed on the enclosed form. (If records occupy less than 1/4 drawer, do not count, if 3/4 or more, count as a full drawer.) In addition, you are requested to translate the microfilm figure into the amount of paper represented on the film and record the footage in the space provided on the form. The conversion table on the bottom of the form should assist you with your computations.

5. For comparison purposes an inventory of all filing equipment is requested. An appropriate form is enclosed for your use. Please indicate on the form whether the current total for each category is a plus or minus from last year's inventory. As records managers, we ask that you keep abreast of new technological advances in filing equipment and give thought to converting high density filing areas to secure areas. Such conversions will not only improve operations but will reduce your space requirements, floor load, and equipment costs.

6. We are requesting also an inventory of all reproduction machines within all components. The inventory should include all xerox, reader-printers, and all other copying machines used for reproducing records. Indicate the type of machine and where located and if it is shared with another component. The inventory of reproduction equipment may be submitted with the records inventory report at the end of the current fiscal year. No special form is provided for this inventory.

7. Your cooperation in submitting these reports and in meeting the deadline will be appreciated. If you have any questions or need additional forms, call on extension

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CIA Records Administration Officer

Enclosures: As stated